



Communications Officer

Qualifications and Testing Process

Job Requirements:

- Minimum 21 years of age (at time of appointment)
- Possess a valid driver's license.
- Be a U.S. Citizen
- High School Diploma or GED (college is preferred but not required)
- Ability to type a minimum of 30 wpm
- Applicants must be able to sit for extended periods
- Applicants must be able to work in adverse weather conditions
- Applicants must be willing and able to work rotating shifts, which include nights, weekends, holidays and overtime assignments.

Disqualifying Factors:

- The commission of a crime classified as a felony under Missouri Statute regardless of conviction status
- Non-felony crimes and incidents involving moral turpitude may be a disqualifying factor but will be reviewed on a case-by-case basis.
- Excessive traffic tickets
- Conviction of a Domestic Violence related crime or the respondent of an active full order of protection.
- Sale, distribution, supplying of narcotics (to include prescription drugs)
- Deceit or otherwise lying in an official police investigation or administrative inquiry
- Use or possession of any controlled substance within the last five years (Where the use or possession of that controlled substance in itself would be classified a felony under Missouri Statute)
- **Any** illegal use of a controlled substance in the past two years (to include prescription drugs)



- Any misleading or false information on the employment application

Pre-Employment Process:

- **Phase 1 - Employment Application** - The application must be legible and each section fully completed as instructed. Sections not relevant shall be marked with N/A. If the application is missing any required information, the application will be deemed incomplete and therefore may be eliminated from any further processing.
- **Phase 2 - Written Test** - An aggregate score of 80% is the minimum acceptable score for the written/typing test. Any individual score below 70% for each section of the four part written test will be considered below minimum standards - applicants failing to meet the minimum standards for the written test will be eliminated from any further processing.
- **Phase 3 - Formal Interview** - The averaged interview score of 80% is the minimum acceptable score for the interview process. The average score is the individual total from each rater divided by the number of the raters. Those receiving a score below the minimum of 80% will be eliminated from any further processing.
- **Phase 4 - Background Investigation** – Applicant must pass an extensive background investigation conducted by the Riverside Police Department’s Criminal Investigations Unit.
- **Phase 5 - Polygraph Test** – Applicant must pass a polygraph test. Failure of this test will result in the applicant being eliminated from any further processing.
- **Phase 6 - Command Staff Review** – A thorough review of the applicant’s file is conducted by the police department command staff.
- **Phase 7 - Conditional Offer of Employment** – Applicant who has successfully passed each of the prior employment phases will be offered a conditional offer of employment with the Riverside Police Department.
- **Phase 8 - Medical Evaluation** – This evaluation consists of psychological testing, medical evaluation, and drug testing.



- **Phase 9 - Final Offer of Employment** – Applicant has successfully completed all phases of the hiring process and upon Board of Aldermen approval, offered a position with the Riverside Police Department.

Training:

- Generally, preference is given to applicants who are currently certified in the use of law enforcement computer networks (REJIS/MULES/NCIC). Applicants otherwise hired by the Department, will be sent to a Department approved training in the use of these systems, at the Department's expense.
- Upon successful hire with the Department, applicant will be assigned to the Field Training Program for a period of 14 weeks. Upon successful completion of the Field Training Program, applicant will be assigned to a regular shift within the Communications/Records Unit.